

# Pathogen response: Travel & Meeting Guidelines

Information and guidelines for  
personnel at Enzen Spain and its  
group companies

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In effect from	: Immediate
Covers	: All employees (including contractors / third party deputed)
In effect till	: Further notice by Committee

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# Travel guidelines and restrictions

## Location: Spain

This document covers:

- All the Enzen employees based out of Madrid and project sites across Spain

The following are the general travel guidelines / recommendations:

- All travel (domestic and international) is restricted until further notice.
- Enzen encourages the use of current technologies, including video conferencing, Google Hangouts, etc., for any such meetings.
- Should any travel be unavoidable, as an exception, an approval from your Reporting Manager needs to be sought before initiating any bookings / travel arrangements.
- Please note that all group travel is completely banned until further notice.
- More than one Enzen (or group company) are not allowed to travel together on the same date, using the same mode of transport.
- In the unavoidable event that two or more Enzen (or group company) employees must travel for the same meeting, they are encouraged to use separate modes of transport (different flights/ trains/ taxis) to minimise risk of exposure.

Please keep the SPOC team members assigned to your location / floor informed in case you undertake any travel.

# Guidelines for meetings

The following are the recommended guidelines for meetings:

- Limit meeting participants to at most 4 persons, i.e., no more than 4 people can be in a single room at one time.
- In unavoidable situations, please take either of the following routes:
  - a. Use a large room so that a distance of at least 1.5 metres\* can be maintained between participants.
  - b. Large groups can be split into two or more groups (of at most 4 persons each) and use any of the current technologies, including video conferencing, Google Hangouts, etc., to connect with each other.
- Avoid large gatherings including seminars, roadshows, trade events, etc.

\*As per World Health Organisation (WHO) recommendations

# Precautions to take during travel and at meetings

During travel or while at meeting, please take the following precautions

- Avoid direct contact (shaking hands / hugging, etc.).
- Sanitise your hands before and after coming into contact with doors, handles, knobs, railings, etc., in public places. Public places cover (but are not limited to) taxis, buses, trains, planes, shopping malls, ATMs, etc.
- Avoid travelling if you have a fever or a cough.
- Avoid close contact with people suffering from fever and cough. Maintain a distance of 1.5 metres from them.
- Frequently clean hands using an alcohol-based hand sanitiser or with soap and water.
- Eat only well cooked food.
- Avoid spitting in public.
- Avoid contact and travel with animals.

For further information / updates, please reach out to [corona.awareness@enzen.com](mailto:corona.awareness@enzen.com)